

## Welcome to the National Business Center's DOI Learn Contractor Logon Tutorial

In the lesson you will learn how to edit your User Profile in the DOI Learn system. This is for contractors only.


You may begin by accessing the DOI Learn website at <https://doilearn.doi.gov> as highlighted below.

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/>

STOP HERE IF: You have not received your User Name and Password for govsupport@geolearning.com. Please go to <http://www.doiu.nbc.gov/nbcit> to request an account.



Welcome to the Department of the Interior's Learning Management System  
**DOI LEARN**

Please enter your User Name and Password to access the web site.

[Public Catalog Login](#)

**Please Log On:**

User Name:

Password:

Turn on 508 Compliance?  
☐ Yes ☒ No

[I forgot my password](#)

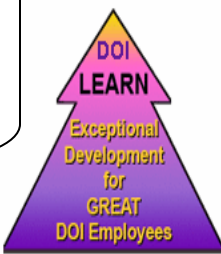
If you need assistance, and/or login instructions, contact GeoLearning at: [govsupport@geolearning.com](mailto:govsupport@geolearning.com) or (888) 722-3647

If you have received your DOI Learn user information, please log in here.

[Privacy Act](#) [Accessibility](#)

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.

If you experience any problems with your initial login, please contact the DOI Learn Helpdesk at 888-722-3647 for assistance. Please remember that you must have received your user information prior to accessing the DOI Learn system.



Internet

You will be prompted to change your password. Please follow the on-screen instructions carefully. Make sure you use a strong password. The definition of a strong password means at least eight characters, with at least one number and at least one special character, for example, "iChangeIT2!".

**National Business Center/DOI University DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://doilearn.doi.gov/act\\_login.cfm](https://doilearn.doi.gov/act_login.cfm)

**RULES OF BEHAVIOR FOR ALL USERS OF THE LEARNING MANAGEMENT SYSTEM**

Department of Interior is responsible for ensuring an adequate level of protection and security is afforded to the Learning Management System. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the Learning Management System.

All persons must understand that these Rules of Behavior are based on Federal laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

**Rules of Behavior**

I understand that, when using the Learning Management System, I am personally accountable for my actions and that I must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of the Learning Management System;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to Department of Interior;
9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
10. Ensure all changes to Learning Management System components and data are done via approved configuration control procedures;
11. Use government equipment in accordance with my site's/Agency's policies and procedures;

Next, you will see is the **RULES OF BEHAVIOR FOR ALL USERS OF THE LEARNING MANAGEMENT SYSTEM** page.

Please read this carefully.

violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

**Rules of Behavior**

I understand that, when using the Learning Management System, I am personally accountable for my actions and that I must:

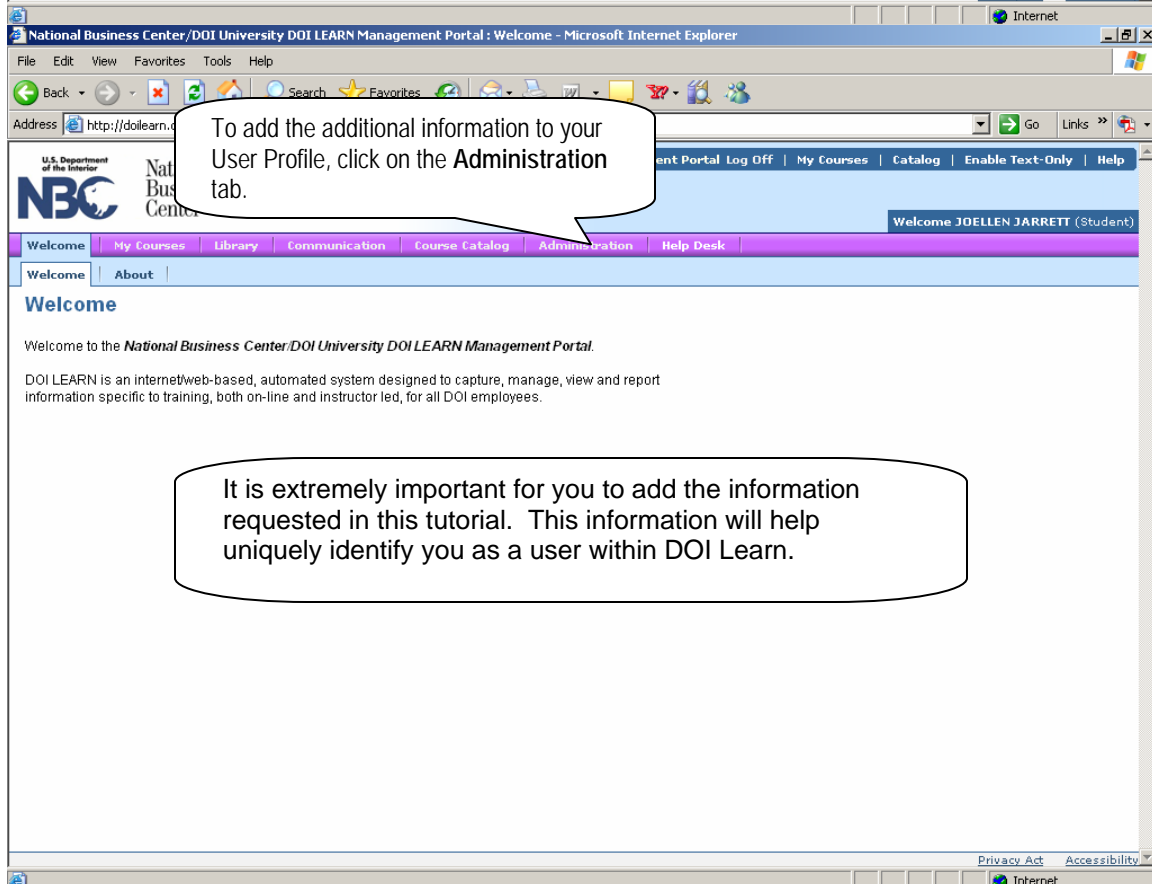
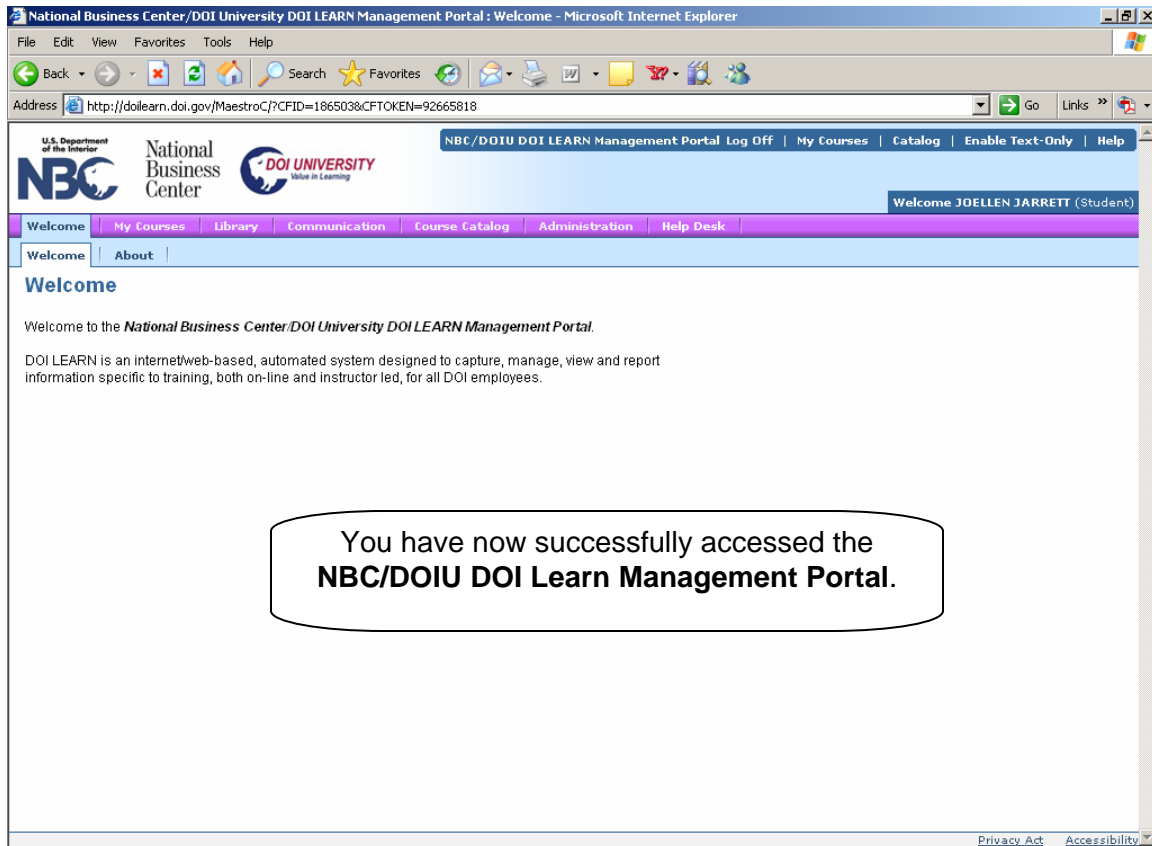
1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of the Learning Management System;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to Department of Interior;
9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
10. Ensure all changes to Learning Management System components and data are done via approved configuration control procedures;
11. Use government equipment in accordance with my site's/Agency's policies and procedures;

Please note: upon acceptance of the Rules of Behavior, you may receive a Security Alert message. Please press Yes to continue to the next window.

I understand that all conditions and terms of use of the Learning Portal, without time I am granted access to this system. I understand that Department of Interior will not be held responsible for any loss of data or equipment used in the use of the Learning Portal, without time I am granted access to this system.

When you have read the **RULES OF BEHAVIOR** page, click the **Accept Rules of Behavior** button to access the DOI Learn Learning Management System.

Accept Rules of Behavior Deny Rules of Behavior



National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://doilearn.doi.gov/MaestroC/index.cfm?room=administration&roomaction=administration

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome JOELLEN JARRETT (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences | Administration

### Administration

In this office, registered administrators can access the User Management System and students may change their password.

My Information  
My Preferences

Next, click on the My Information link.

Privacy Act Accessibility

http://doilearn.doi.gov/MaestroC/index.cfm?room=administration&roomaction=administration

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://doilearn.doi.gov/training/newu

Enable Text-Only | Help

JOELLEN JARRETT (Student)

### Edit User Profile

\* User Name jjarrett

Password  Confirm

All passwords (except auto-generated passwords) must be:

- At least 8 characters in length, with a mix of upper and lower case letters, numbers, and special characters.
- At least 1 number
- At least 1 special character

\* First Name JOELLEN \* Last Name JARRETT Middle Initial

\* Email Address jo\_ellen\_jarrett@nbc.gov

Office Phone  Ext. (if needed)

Mailing Address 1

Mailing Address 2

City

State --- Select State ---

Zip Code Type ☒ Zip ☐ Foreign Zip ☐ APO

Zip Code

Country

Department Interior

Bureau National Business Center

This is your Edit User Profile page.

Here, you can change your password, if needed, or add additional information as appropriate.

You will need to add your office information, such as, your phone number and office mailing address. Again, this will help to uniquely identify you within the DOI Learn system.

PLEASE DO NOT EDIT OR MODIFY DEPARTMENT, BUREAU, REGION, ORG NAME, ORG CODE, OR JOB TITLE FIELDS WHICH ARE PREFILLED.

To add your office phone number, simply click in the Office Phone field and type your number.

Done Internet

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=479298&fuseaction=home.edituser&roomaction=myinfo>

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome JOELLEN JARRETT (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences

### Edit User Profile

\* User Name

Password  Confirm

All passwords (except auto-generated passwords) must follow these rules:

- At least 8 characters in length, with a maxlength of 64 characters.
- At least 1 number
- At least 1 special character

\* First Name  \* Last Name  Middle Initial

\* Email Address

Office Phone  Ext (if req'd)

Mailing Address 1

Mailing Address 2

City

State

Zip Code Type ☒ Zip ☐ Foreign Zip ☐ APO

Zip Code

Country

Department

Bureau

Add your office mailing address and mail stop then verify city and state. Enter your zip code and type your country, (USA). Again, just click on the appropriate field and type the information.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=479298&fuseaction=home.edituser&roomaction=myinfo>

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome JOELLEN JARRETT (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences

### Edit User Profile

\* User Name

Password  Confirm

All passwords (except auto-generated passwords) must follow these rules:

- At least 8 characters in length, with a maxlength of 64 characters.
- At least 1 number
- At least 1 special character

\* First Name  \* Last Name  Middle Initial

\* Email Address

Office Phone  Ext (if req'd)

Mailing Address 1

Mailing Address 2

City

State

Zip Code Type ☒ Zip ☐ Foreign Zip ☐ APO

Zip Code

Country

Department

Bureau

Scroll down to see and complete additional fields.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=479298&fuseaction=home.edituser&roomaction=myinfo

Department: Interior

Bureau: National Business Center

Region: OFFC OF THE SEC, NBC

Org Name: LEADERSHIP & PERFORMAN

Other Org ID:

Org Code: 60266231

Job Series: 0201

Job Title: HUMAN RESOURCES SPEC (HR DEVELPMNT)

Employee ID:

Appointment Type: 15 - Career-Conditional

Duty Station: 110010001

Pay Plan: GS

Pay Grade: 13

Date Entered Gov:

Date Entered Bureau (MM/YYYY): 06/2003

Date Entered Position (MM/YYYY): 10/2003

Entry on Management:

Contractor Name:

Special Needs:

Group: none

Student's Supervisors: -- Assigned Supervisors --  
MCPHEETERS, LINDA

AGAIN, PLEASE DO NOT EDIT OR MODIFY DEPARTMENT, BUREAU (National Business Center is identified as a Bureau), REGION, ORG NAME, ORG CODE, OR JOB TITLE FIELDS WHICH ARE PREFILLED.

Please note: Most fields are not applicable to the contractor, therefore, will be vacant. Please do not edit any additional fields.

Then, scroll down to the bottom of the page.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=479298&fuseaction=home.edituser&roomaction=myinfo

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Date Entered Gov:

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Entry on Management:

Contractor Name:

Special Needs:

Group: none

Student's Supervisors: -- Assigned Supervisors --  
MCPHEETERS, LINDA

Approves Training: no

Status: Active

\*-Indicates a required field.

Reset Save

Click the **Save** button to update your User Profile.

Privacy Act Accessibility

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?Fuseaction=home.edituser&UserID=47929&vchMessage=Your%20profile%20has%20been%20updatec> Go Links »

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Community Ask

About My Information My Preferences

### Edit User Profile

Your profile has been updated.

\* User Name

Password

All passwords (except for the system password) must be:  
• At least 8 characters in length, with a maxlength of 64 characters.  
• At least 1 number  
• At least 1 special character

\* First Name  \* Last Name  Middle Initial

\* Email Address

Office Phone  Ext (if req'd)

Mailing Address 1

Mailing Address 2

City

State

Zip Code Type ☒ Zip ☐ Foreign Zip ☐ APO

Zip Code

Country

To log off the system, click on the Log Off link above.

This concludes the NBC DOI Learn Employee Logon tutorial. Please return to <http://www.doiu.nbc.gov/nbcit/> to review additional required tutorials.

Done

Logout - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://doilearn.doi.gov/logout.cfm> Go Links »

Search Web Search My Web Mail My Yahoo! Games NCAA Hoops Music

### Logout Successful

Opening page <http://doilearn.doi.gov/> Internet